

JOB DESCRIPTION AND POSITION CLASSIFICATION

CBDA 525 (2-Page) (Rev. 11/05)

CLASSIFICATION Staff Programmer Analyst (Specialist)		POSITION NUMBER 541-027-1581-904	MCR I	RPA # 018-CDF
APPOINTEE		DIVISION/SECTION Administrative Svcs/Information Technology		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: 01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Polly Petersen	SUPERVISOR'S CLASSIFICATION Staff Info Systems Analyst (Sup)	
APPROVED BY (Personnel Analyst's Name) Colleen Kirtlan			DATE 6/8/07	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the general direction of the Staff ISA (Supv), the Staff Programmer Analyst (Specialist) performs journey level web programming and design tasks to assist with migrating the existing CALFED Bay-Delta Program website to the new State of California template. The Staff PA will also be responsible for maintaining the existing CALFED Internet and Intranet websites.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
85%	Implements new website design to bring the CALFED Bay-Delta Program's Internet website into compliance with the new ca.gov design, accessibility, and usability standards as established by the eServices Office. Using Dreamweaver 8 software, creates cascading style sheets (CSS) as per the ca.gov templates to apply style, formatting, and positioning to web pages based on the CALFED approved design in Adobe Illustrator; codes navigation tabs and other areas using JavaScript; codes in ASP.Net to provide dynamic content to web pages; semantically codes content in (x)html format, taking care to keep content separate from the design; sizes graphics for the new web page templates using Photoshop CS2; establishes and maintains all files in server side includes (SSI) files. Works closely with Communications Division staff to ensure that design and content meet CALFED and ca.gov standards.			
10%	Updates and maintains existing CALFED Internet websites and CALFED Intranet content using Dreamweaver MX 2004 and/or asp programming with SQL Server 2000 back end tables.			
5%	Attends weekly staff meetings with other CALFED Staff and the monthly Webmaster User Group Meetings.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Polly Petersen		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

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	<p>DESIRABLE QUALIFICATIONS</p> <p>Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Experience with Dreamweaver 8, cascading style sheet programming, server side includes (SSI) files, asp/asp.net programming, SQL Server 2000/2005, database design, and JavaScript coding • Ability to analyze data, draw sound conclusions, and present ideas and information effectively both orally and in writing <p>Special Personal Characteristics:</p> <ul style="list-style-type: none"> • Strong customer service skills • Positive team attitude, open-mindedness, flexibility, and tact • Ability to think and communicate clearly • Ability to act quickly while exercising sound judgement • Strong organizational skills • Detail oriented <p>Interpersonal Skills:</p> <ul style="list-style-type: none"> • Ability to work well independently and as a team • Gain and maintain the confidence and cooperation of those contacted during the course of work • Interact with various levels of staff and management in a professional and courteous manner. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Appropriate attire for professional office environment • Ability to sit in a normal seated position for extended periods of time • Manage multiple priorities effectively and meet deadlines • Ability to be proactive on issues or projects • Ability to remain calm during stressful situations • Ability to effectively handle multiple tasks and changing priorities. • Ability to exercise a high degree of professionalism and initiative <p>PERSONAL CONTACTS</p> <p>CALFED program managers and executive management; staff at various levels from other state agencies.</p> <p>SUPERVISION RECEIVED</p> <p>The incumbent works under the general supervision of the Staff Information Systems Analyst (Supervisor).</p>			